

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Company Name]

[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Termination of Contract

I am writing to formally notify you of the termination of the contract dated [Insert Contract Date], between [Your Company Name] and [Recipient Company Name]. As per the terms outlined in Section [insert section number] of our agreement, I am providing [insert notice period, e.g., 30 days] notice of termination, effective [insert termination date].

The decision to terminate the contract was not made lightly, and we have appreciated the opportunity to work together. However, [briefly state reason for termination, if applicable].

Please let me know if there are any outstanding issues that need to be resolved before the termination takes effect. I am committed to ensuring a smooth transition during this time.

Thank you for your understanding. I wish you and [Recipient Company Name] continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company Name]